

Metropolitan Nashville/Davidson County Planning Department: Design Studio Manager (Planning Manager 1)

THIS IS AN UPDATED POSTING AS OF FEBRUARY 13, 2017. IF YOU HAVE ALREADY APPLIED FOR THE COMMUNITY PLANS /DESIGN STUDIO MANAGER, YOU WILL NEED TO REAPPLY IF YOU ARE INTERESTED IN JUST THE DESIGN STUDIO MANAGER POSITION.

The Metro Nashville/Davidson County Planning Department seeks a Planning Manager 1 to lead a staff of four planners in its Design Studio Division. The Design Studio is responsible for overseeing the review of projects in the Downtown Code (DTC), over fifteen Urban Design Overlays, Metro Development and Housing Agency design review applications, assisting the Community Plans Division with Community Plan amendments, including detailed neighborhood design plan and corridor plans. This division is also responsible for helping to craft the design elements of new zoning districts, overlay districts, etc.

Position Description

The Metropolitan Planning Department of Nashville and Davidson County is a progressive public planning agency committed to sustainable development and quality urban design. The department seeks a creative and experienced public planning manager to lead its Design Studio. This manager directs the work of four professional employees. The Planning Manager 1 will provide vision, guidance and technical expertise to lead and implement design initiatives for the department and the community throughout a wide variety of rural, suburban and urban settings in Nashville/Davidson County with an emphasis on sustainable planning.

The successful candidate will demonstrate a history of effective leadership in a lively, interactive, and sometimes contentious environment. Primary responsibilities are as follows:

- **Manage the professional performance of the Design Studio staff and oversee the timely completion of a busy work program.** Managing the four Design Studio staff in development of detailed neighborhood design plans; and participating with Land Development (current planning) in the development review process. Principal work products are developed through extensive collaboration with other agencies of Metropolitan Government, extensive communication with Metropolitan councilmembers, and extensive and highly accessible citizen involvement opportunities. Published plans must reflect an advanced level of design through layout, graphics, and accessibility to the general public.
- **Participate as a member of the senior management team** of the Metropolitan Planning Department to achieve department-wide goals.
- **Perform the administrative tasks of supervision** including, but not limited to, collection and analysis of performance management data to achieve department results, administration of timely employee performance evaluations, promotion of employee professional development, and formulation as needed of process and work flow improvements.

Specific duties of this position include, but are not limited to the following:

1. Manage the daily work activities of Design Studio staff, including clear delegation of responsibilities, equitable distribution of work load, and collaborative work methods.
2. Develop capacity in the professional staff, through coaching and teaching by example, in the following skills: project management, group facilitation, negotiating, presenting complex information clearly and persuasively, and synthesizing community preferences with professional best practices.
3. Provide professional leadership to further the seamless integration of land use and transportation planning in each of the section's work products.
4. Attend community meetings during the evening hours on an average of two meetings per month.
5. Prepare studies, conduct research, prepare and make presentations.
6. Develop and implement practices and procedures to improve section productivity and effectiveness.
7. Keep Planning Deputy Director and Executive Director apprised of staff activities, emerging community and Metro Council conflict, and work program status.

All work must be performed under minimal supervision.

The successful candidate will have proven proficiency in project management, delegation and distribution of work load, facilitation, negotiation, and persuasive presentation of unfamiliar planning principles to lay audiences. Experience in the practical application and integration of traditional planning with new urbanist principles in real-life settings is preferred. Effective hands-on management of planning projects through the public involvement and approval processes is required. The successful candidate should also have demonstrated success facilitating general agreement among citizens, landowners, and elected official with differing visions and objectives.

Professional mastery of the following is expected:

- Extensive understanding of urban design, architecture and landscape architecture
- Best practices in urban design and “new urbanism”
- Extensive understanding of land planning
- Integration of land use and transportation planning in a unified planning product

Familiarity with economic development planning is a plus.

A working knowledge of basic office software (MSWord, Excel, Access, Powerpoint) is required, as is an understanding of the capabilities of Pagemaker, Photo Editor, and ArcMap.

Qualifications:

Bachelor's or Master's degree in architecture, landscape architecture, city and regional planning or a directly related field plus 6 years of planning experience, 2 years of which should be in a supervisory role. Experience in a mid to large-sized city is preferred. Possession of an AICP is also preferred, but not required.

This Planning Manager 1 position will be filled as a contract position (non-civil service) with an *annual salary range of \$67,404 up to \$75,000 depending on qualifications* along with excellent health, dental and retirement benefits.

Persons qualified for this position should submit letter of interest and resumé, **by March 3, 2017**, by mail or email to:

**Bob Leeman, AICP
Deputy Director
Metro Planning Department
of Nashville and Davidson County
800 Second Avenue South
Nashville, TN 37210**

Or

E-Mail: Bob.Leeman@Nashville.gov

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